

Enter a New Hire into Core-CT Job Aid

Purpose:

This job aid will identify the steps to enter a new hire into Core-CT. Use this job aid to enter a new hire into Core-CT before beginning the payroll entry for the new month.

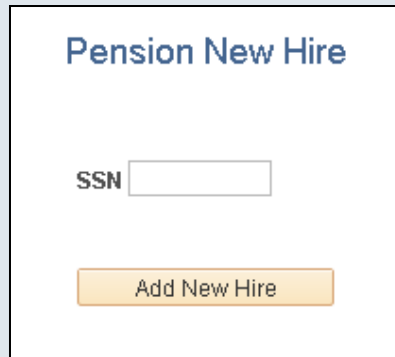
Steps

Screenshots

1. Navigate to the **Pension New Hire Page**: *Main Menu > Core-CT HRMS > Workforce Administration > Personal Information > Pension New Hire.*

2. On the Pension New Hire page, enter the member's Social Security Number.

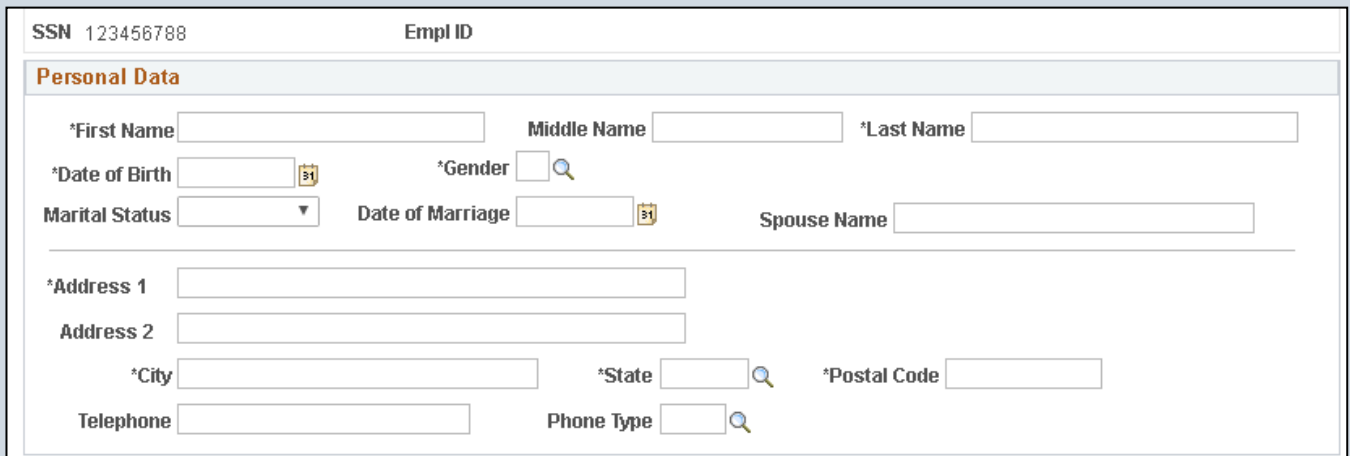
3. Click the **Add New Hire** button.



The screenshot shows a web form titled "Pension New Hire". It contains a label "SSN" followed by a text input field. Below the input field is an orange button labeled "Add New Hire".

4. The hire page is displayed. Enter the required fields in the Personal Data section:

- First Name
- Last Name
- Date of Birth
- Gender
- Address 1
- City
- State
- Postal Code



The screenshot shows the "Personal Data" section of the Core-CT HRMS system. At the top, there are fields for "SSN 123456788" and "Empl ID". Below this is a section titled "Personal Data" with a light blue background. It contains several input fields and dropdown menus:

- *First Name (text input)
- Middle Name (text input)
- *Last Name (text input)
- *Date of Birth (calendar icon)
- *Gender (dropdown menu)
- Marital Status (dropdown menu)
- Date of Marriage (calendar icon)
- Spouse Name (text input)
- *Address 1 (text input)
- Address 2 (text input)
- *City (text input)
- *State (dropdown menu)
- *Postal Code (text input)
- Telephone (text input)
- Phone Type (dropdown menu)

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5. Enter the required fields in the Job Data section:

- Department
- Hire Date

Job Data

*Department



*Hire Date



Comp Rate

Action

Hire

Action Reason

EMP

Empl Record

0

Dual Employee flag

N

Job Indicator

P

Position Nbr

6. Click the **Validate and Save HR Data** button.

Validate and Save HR Data

7. A success message will be displayed. Click OK.

Validation of Job Data

Job Data has been posted succesfully.

OK

8. The saved Pension New Hire page will be displayed. Notate the Empl ID on the top of the page.

SSN 123456788

Empl ID 307182